



Lake County Federal Grants Office
HOME Investment Partnership Program
FY 2012 (October 1, 2012 – September 30, 2013)
Application for Assistance

Interested HOME Applicants:

Thank you for expressing interest in Lake County's FY 2012 Home Investment Partnership Program (HOME).

Lake County will be submitting the FY 2012 Action Plan, as part of the 2012-2014 Consolidated Plan, to the Department of Housing and Urban Development (HUD), no later than August 15th. Prior to the submission of the Consolidated Plan, two public hearings will be held. The first public hearing held April 20, 2012, was a general information hearing to inform interested citizens about the HOME program; to solicit comments regarding the proposed use of funds; and to present information about eligible and ineligible HOME activities. The second public hearing will present the County's proposed use of its FY 2012 HOME funds. Notices of these hearings are published in the News-Herald.

HOME is an exciting but detailed and exacting 21 year old program that allows for the creation and preservation of affordable housing opportunities for low-income households. HOME is often used in partnership with local nonprofit groups-to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership or provide direct rental assistance to low-income people.

Attached is an application to participate in WORD format. HOME funds can be used for a variety of activities that create and preserve affordable housing for low income households. For each type of activity a separate EXCEL file must be downloaded and submitted for the application to be considered complete.

Several factors have contributed to funding reductions for the HOME Program at a national level. The Lake County allocation has slipped from \$531,664 in FY2010 to \$467,182 in FY11 to the present FY12 allocation of \$364,467. Of the total allocation 15% is required to be used for CHDO eligible projects under a statutory set-aside.

In addition to the reduced funding available, there are always more requests than available funds. Consequently, you should be aware that your request may not be funded, and that *if* funded, there would be no guarantee of continued HOME funding in succeeding years. Lake County staff will thoroughly review the applications and required information in pursuit of the most qualified and applicable projects. A list of attachments is noted at the bottom of Page 1 of the application. Supplemental information on to assist the applicant to fulfill obligations under "Section 3" and to "Affirmatively Further Fair Housing" are included on pages 7 and 8. This information is required in order to maintain Lake County's compliance with the US Department of Housing and Urban Development. Please submit all required information.

Lake County will review all funding requests and present the proposed FY 2012 HOME activities at the second public meeting. **A proposed statement of CDBG and HOME Program Activities will be published on or about June 19, 2012** at the start of the 30-day public comment period.

Interested applicants will need to complete this application and return it to the Federal Grants Office, located at 125 E. Erie Street, Painesville, Ohio 44077 **no later than 4:00 p.m. on Monday, May 21, 2012.**

Contact Info: Marian A. Norman, Program Manager
440.350.2756
Marian.Norman@lakecountyohio.gov



**Federal Grants Office
Home Investment
Partnership Program
FY 2012
Application for Assistance**

COMMISSIONERS

Robert E. Aufuldish
Raymond E. Sines
Daniel P. Troy

1	Project Title: _____ Date of Application: _____ Name of Agency Submitting Application: _____ DUNS Number: _____ Agency Street Address: _____ Telephone number: _____ Fax: _____ Name of Contact: _____ Contact's Email: _____																														
2	Total Project Cost: \$ _____ CHDO Pre-Development \$ _____ HOME Funds Requested: \$ _____ Other Funding Sources: \$ _____																														
3	Type of Project (Check All That Apply A- I)																														
	Housing: <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:5%; text-align: center;">A</td><td style="width:5%;"><input type="checkbox"/></td><td>Acquisition</td></tr> <tr><td style="text-align: center;">B</td><td><input type="checkbox"/></td><td>Rehabilitation</td></tr> <tr><td style="text-align: center;">C</td><td><input type="checkbox"/></td><td>New Construction</td></tr> <tr><td style="text-align: center;">D</td><td><input type="checkbox"/></td><td>Down payment *</td></tr> <tr><td style="text-align: center;">E</td><td><input type="checkbox"/></td><td>Tenant Based Rental Assistance**</td></tr> <tr><td style="text-align: center;">F</td><td><input type="checkbox"/></td><td>Other – Describe: _____</td></tr> </table>		A	<input type="checkbox"/>	Acquisition	B	<input type="checkbox"/>	Rehabilitation	C	<input type="checkbox"/>	New Construction	D	<input type="checkbox"/>	Down payment *	E	<input type="checkbox"/>	Tenant Based Rental Assistance**	F	<input type="checkbox"/>	Other – Describe: _____	Planning/Operating Costs <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:5%; text-align: center;">G</td><td style="width:5%;"><input type="checkbox"/></td><td>Studies</td></tr> <tr><td style="text-align: center;">H</td><td><input type="checkbox"/></td><td>Operating Costs</td></tr> <tr><td style="text-align: center;">I</td><td><input type="checkbox"/></td><td>CHDO Pre-Development</td></tr> </table> <p>* Unit based or Beneficiary based ** Tenant beneficiary based </p>		G	<input type="checkbox"/>	Studies	H	<input type="checkbox"/>	Operating Costs	I	<input type="checkbox"/>	CHDO Pre-Development
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4	Housing Projects: Total Number of Housing Units: _____ Total Number of HOME-Assisted Units: _____																														
5	For HOME Projects: <input type="checkbox"/> CHDO Eligible <input type="checkbox"/> Non-CHDO Eligible																														
6	Target Beneficiaries																														
	<input type="checkbox"/> Tenant - Rental Unit Production <input type="checkbox"/> Tenant - Transitional or Permanent Supportive <input type="checkbox"/> Tenant - Entry and < 6 Months <input type="checkbox"/> Tenant - 7 < 24 Months		<input type="checkbox"/> Existing Homeowner <input type="checkbox"/> New Homebuyer																												
7	Attachments Included with Application - Submit only 1 set of Attachments with original Application. <input type="checkbox"/> Project Implementation Schedule <input type="checkbox"/> Site Control <input type="checkbox"/> Site Map <input type="checkbox"/> Plans and Specs <input type="checkbox"/> Development Budget Projections <input type="checkbox"/> Market Study <input type="checkbox"/> IRS letter Non-Profit Status <input type="checkbox"/> Board of Directors <input type="checkbox"/> Letters of Support <input type="checkbox"/> Audit or Financial Statements <input type="checkbox"/> Section 3 <input type="checkbox"/> Rental Market Comparison Chart <input type="checkbox"/> Signed Assurances & Certifications <input type="checkbox"/> AF Fair Housing																														

Certification I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed or construction begun on proposed projects, and that none will be prior to issuance of a Release of Funds by the program administrator.

Signature of Authorized Official

Title

Date

I. OVERALL PROJECT DESCRIPTION

1. Please describe the activity for which funding is requested (write brief description below):

2. What is the location and/or geographic area that will be served by the proposed activity? Please attach a street map indicating the proposed activity site(s).

3. Describe how community residents, businesses or other agencies have been involved in the development of this project. Describe any partnerships that have been formed to undertake this project. Attach any letters of support or other evidence of community/stakeholder support for the project (no more than 3).

4. Provide a detailed project implementation schedule for the activity. Include progress benchmark dates and completion dates. Attach this schedule as a separate page.

5. What are the goals or hoped for outcomes of the project?

6. What are the measurable objectives of the project? (BE SPECIFIC: i.e., 14 houses will be rehabilitated, 25 households will receive security deposit, 50 individual will be counseled, 10 families will become first time home owners, etc.)

7. How will you know if your project is successful? Briefly describe your method for (measuring) evaluating the success of your project.

II. MARKET NEED ANALYSIS

1. Who are the primary beneficiaries of this project? (Describe the population which your project proposes to serve. See page 1 # 6.)

HOUSING PROJECTS (Page 1 A-F) RESPOND TO QUESTIONS 4 - 6

2. HOMEOWNER PROJECTS ONLY: How will the sales price for the homes you develop compare to the prices for other housing in the neighborhood? Give examples of comparable homes sold including the following information: date of sale, the sales price of the home, amenities of the home and square footage. If the proposed sales price is much higher than other homes sold in the neighborhood, explain why you believe that the sales at higher prices will be feasible.

3a. RENTAL PROJECTS ONLY: Please attach any market studies that have already been completed for the project. If no market study is available, please complete and attach the Rental Market Comparison Grid included in the Excel spreadsheets adjoining this application form.

3b. RENTAL TENANT BASED: Please attach the results of analysis performed regarding short term and long outcomes of tenants' participation in subsidized program. Sample size of analysis to include at least one household for each \$10,000 in prior funding. _____

4. How will the project be marketed? Which groups are least likely to apply for the housing? How will you market the project to insure that the project is accessible to these groups?

NON-HOUSING PROJECTS (Pg 1 G-I) RESPOND TO QUESTIONS 5 - 7

5. What community problem/need will this activity address? Describe the need or problem your program is designed to meet. Quantify this need, using local or regional data which confirm or describe the problem or need. How much of the need are you currently serving?

6. How does the proposed activity satisfy the community need?

7. Explain briefly how this activity will benefit low to moderate income (LMI) persons.

III. SITE CONTROL

1. If the project will take place at a location owned or managed by another agency or individual, describe how your agency will obtain site control in a timely manner. Attach evidence of site control if it is available (Deed or Purchase Offer).

2. Will there be any buildings demolished for the project? ☐ Yes ☐ No

3. Will there be any relocation of tenants or property owners for this project? ☐ Yes ☐ No

4. Will any residential units be lost due to this project? ☐ Yes ☐ No

5. Is the project located within a 100-year flood plain? ☐ Yes ☐ No

IV. CONSTRUCTION/REHABILITATION

1. **Project Plans and Specifications:** What is the current status of the project plans and specifications for this proposed activity? If the plans and specifications are completed, please attach. If the plans and specifications are not completed, please indicate when they will be complete.

NOTE: If the project is construction or rehabilitation related, detailed final project plans and specifications must be complete within 3 months of project award or site selection and at least 60-90 days prior to the time the agency can expect to draw funds for the project. The County must complete all required environmental and historic reviews for the project and a contract must be executed between your organization and the County prior to any construction beginning on site.

2. Are any of the buildings or sites that would be involved in your project historic in nature? If yes, how will the rehabilitation be planned to maintain the historic character of the buildings or sites?

3. What process did you use to estimate the construction or rehabilitation costs?

4. How will contractors be selected?

5. **Labor Requirements:**

HOME: Are there 12 or more HOME assisted units in this project? ☐ Yes ☐ No

NOTE: If there are more than 12 HOME-assisted units, the contractor will be required to pay Davis Bacon wages and follow all other federal labor standards.

6. **Accessibility:** For rental projects, how will the project be designed to insure access to physically disabled persons? If the project cannot be accessible, what reasonable accommodations can be made to improve the accessibility of the project?

V. ORGANIZATIONAL CAPACITY

1. Who on your staff will perform the following functions for this project? Please list names, length of employment with your organization and relevant experience or training.

Function	Name	Years at Your Organization	Relevant Training/Experience
Prepare Financial Projections for the Project			
Income Certification			
Home Ownership Counseling			
Construction Specifications			
Cost Estimates			
Construction Supervision			
Overall Development Coordination			
Accounting/Funding Draws			
CDBG/HOME Compliance & Reporting			
Property Management			
Ongoing Maintenance			

2. Please attach the following: a current list of your organization's Board of Directors, a copy of the IRS certification of your non-profit status, and a copy of your most recent audit or financial statement. If your organization does not have an audit or financial statement, please explain why. If these have been previously submitted, please indicate this.

3. Do you anticipate any conflicts of interest for Board or Staff members on this project? Will any of the staff or Board members or their immediate families or business associates have a financial interest in this project?

☐ No ☐ Yes If yes, please explain below.

VI. FINANCIAL – DEVELOPMENT AND OPERATING PROJECTIONS

Excel spreadsheets for the Rental Development, Homebuyer/Development, Tenant Based Rental Assistance (TBRA) and Administrative/Planning/Operating Budget Projections are EXCEL files that must be submitted as attachments to this application form. Complete the worksheets that correspond with the type of project checked on Page 1. Please note the separate files may have multiple worksheets that are linked together. All worksheets must be completed and submitted. Attach the completed forms to your completed application.

IF NEEDED, PLEASE CONTACT HOME PROGRAM MANAGER FOR ASSISTANCE WITH THESE FORMS.

APPLCIATIONS ARE DUE BY: 4:00 pm May 21, 2012
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Affirmatively Furthering Fair Housing

The Federal Fair Housing Act prohibits discrimination based on race, color, religion, national origin, sex, disability, and familial status. Ohio law also prohibits discrimination based on ancestry and military status. The Federal Fair Housing Act requires the Secretary of HUD to administer the programs and activities relating to housing and urban development in a manner *affirmatively to further the policies* of the statute. That is, HUD is required to take actions to affirmatively address segregation based on race and other protected classes, as well as to address acts of discrimination. This duty extends beyond HUD to those governmental entities that receive Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds. Applicants and recipients of this funding whether agency or community are required to certify that they will take steps to “affirmatively further fair housing” (“AFFH”). Actions to AFFH should further policies of federal and state fair housing laws by actively promoting wider housing opportunities for all persons while maintaining a nondiscriminatory environment in all aspect of public and private housing markets.

HUD is currently preparing regulations that will provide additional guidance to local governments regarding their AFFH obligations. In the interim, the court case *U.S. ex rel. Anti-Discrimination Center v. Westchester County*, combined with HUD’s existing *Fair Housing Planning Guide* and the CDBG/HOME regulations, offers the best guidance to local governments regarding their AFFH obligations.

In order to be eligible for CDBG and HOME funding in Lake County, applicants are required to undertake and document fair housing activities. The County strongly encourages all applicants to become thoroughly familiar with this topic. Applicants requiring additional guidance in determining appropriate activities to meet their obligations to affirmatively further fair housing are encouraged to contact Marian Norman, Program Manager (440) 350-2756 or marian.norman@lakecountyohio.gov.

Instructions: Applicants will prepare and submit a narrative that describes the activities to be undertaken during the contract year to meet the obligation to affirmatively further fair housing. **Please note:** Applicants will be **ineligible** to receive funding unless it completes this attachment detailing their AFFH activities. Applicants’ must plan to conduct and/or participate in activities using its own resources (financial, staff, etc.). Use **no more** than 2 typewritten pages to answer the following bullets. A few examples are shown below. Additional examples and suggestions can be obtained through consultation with county staff. Please refer to Tools & Contacts for additional information and resources.

- **Describe the applicant’s proposed AFFH activities for the FY 2011 contract year.**

Example: Agency/City - Staff attends educational session regarding Fair Housing.
 City/Village/Township - Adopts Fair Housing ordinance/resolution.
 Agency/City – Plan and advertise event.

- **What protected classes do you anticipate will benefit from your proposed activities?**

Example: ALL - Race, Color, Religion, Sex, National Origin, Disability, Family Status, Military

- **How will the identified protected classes benefit from the proposed activities?**

Example: Agency (infant car seat distribution) - Beneficiaries will be made aware of equal housing opportunities and protected class status of families with children.

- **Who will be responsible for the AFFH activities? Provide name and title of all who will be involved.**

Example: Agency/City – Executive Director, Case Management Staff / Elected Official/ Department Head

- **How will you document and report on your AFFH activities?**

Example: Agency/City – Submit attendance of planned outreach events or client served with invoices

- **How will you promote your activities?**

Example: Agency/City - Community newsletter, mailing, email, website, and local cable channel

Section 3

Introduction

Each year the U.S. Department of Housing and Urban Development invests billions of federal dollars into distressed communities for projects designed to build and rehabilitate housing, improve roads, develop community centers, and otherwise assist families achieve the American Dream. The Section 3 regulation recognizes that HUD funding typically results in projects/activities that generate new employment, training and contracting opportunities. These economic opportunities not only provide “bricks and mortar”, but can also positively impact the lives of local residents who live in the neighborhoods being redeveloped. Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is **HUD’s legislative directive for providing preference to low-and very low-income residents of the local community** (regardless of race or gender), **and the businesses that substantially employ these persons, for new employment, training, and contracting opportunities resulting from HUD-funded projects.**

Further, as a condition of receiving HUD Community Planning and Development assistance, recipients certify that they will comply with the requirements of Section 3 annually pursuant to 24 CFR 570.607(b). Accordingly, the Department has the legal responsibility to monitor recipients such as Lake County for compliance and can impose penalties upon those that fail to meet these obligations.

All projects/activities involving **housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc.** that are completed with covered funding (CDBG, HOME and others) are subject to the requirements of Section 3. Contractors or subcontractors that receive contracts in excess of **\$100,000** for Section 3 covered projects/activities noted above are required to comply with the Section 3 regulations in the same manner as the direct recipient that provided funding to them. Section 3 applies to the **entire** covered project or activity regardless of whether the activity was fully or partially funded with covered assistance.

HUD requires that a recipient such as Lake County demonstrate compliance to the “greatest extent feasible” by meeting minimal Section 3 numerical goals. Those minimal goals include: 1) Commit to employ Section 3 Residents as 30% of the aggregate number of new hires. and 2) Commit to award at least 10% of the total dollar amount of all Section 3 covered contracts for building trades arising in connection with housing rehabilitation, housing construction and other public construction to certified Section 3 Businesses.

Inquiries can be directed to Marian Norman, Program Manager (440) 350-2756 or marian.norman@lakecountyohio.gov. The County strongly encourages all applicants to become more familiar with the requirements of Section 3. Additional information on this topic is listed on the Tools and Contacts page of CDBG and HOME Applications.

Instructions: Submit a brief narrative answering the bullets below as part of the required attachments of CDBG/HOME application.

- **Does the proposed project trigger Section 3 based on activity type?**
- **Does the proposed project trigger Section 3 based on cost threshold?**
- **Does your organization plan to use contractors or subcontractors that qualify as Section 3 certified businesses?**

General Application and CDBG Application Questions

Jason Boyd 440.350.2740 jboyd@lakecountyohio.org

Fair Housing Questions

Federal Grants Office 440.350.2756 mnorman@lakecountyohio.org
Fair Housing Resource Center 440.392.0147
www.fhrc.org

Section 3 Questions

Federal Grants Office
Marian Norman 440.350.2756 mnorman@lakecountyohio.org

WEBSITES

Community Development Block Grants

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement>

US Census Data (use to complete application forms)

factfinder.census.gov

Lake County Geographic Information Systems (for maps)

lakegis.org

Fair Housing Resource Center (resource for completing Fair Housing narrative)

FHRC.org

Multi Family Affirmatively Furthering Fair Housing Marketing Plan – 12 pages

<http://www.hud.gov/utilities/intercept.cfm?/offices/adm/hudclips/forms/files/935-2a.pdf>

Single Family Affirmatively Furthering Fair Housing Marketing Plan - 5 pages

<http://www.hud.gov/offices/adm/hudclips/forms/files/935-2b.pdf>

HUD (Section 3 Information)

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/section3/section3
http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_12048.pdf Section 3 reporting form